

Search for Jobs

Concept

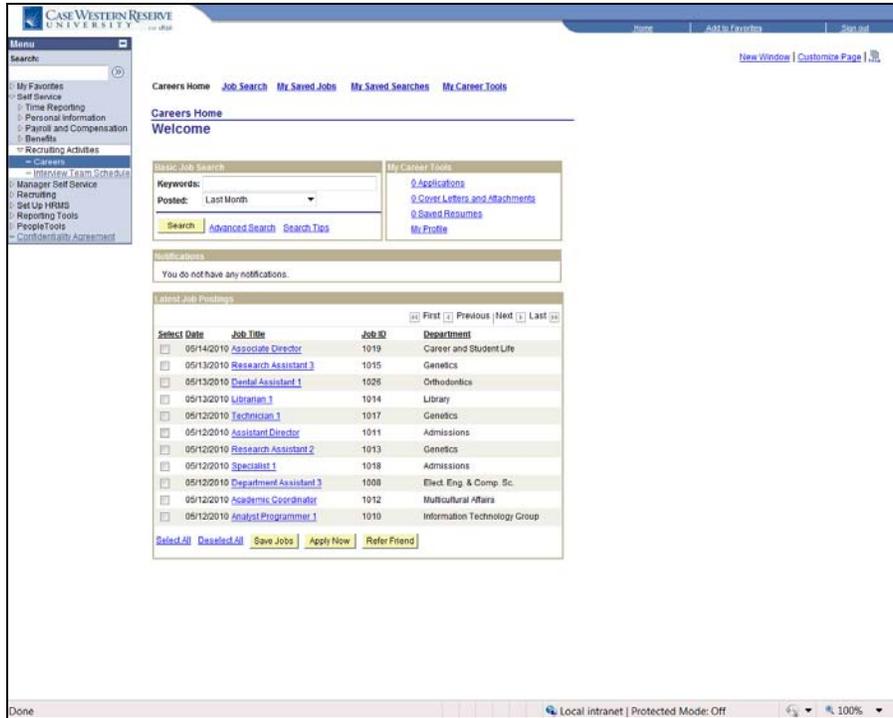
This document explains how an employee of Case Western Reserve University can search for open positions at the University through the HCM Careers system.

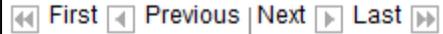
Procedure

Use these directions to search for internal job postings in HCM.

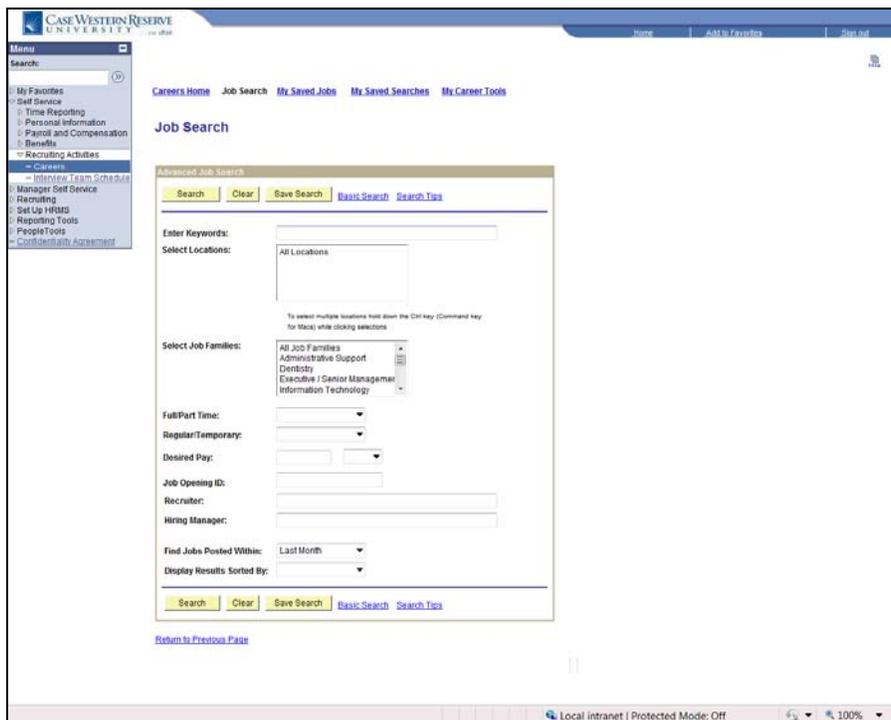
Step	Action
1.	Log into HCM. Click the Self Service link. 
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 

Search for Jobs



Step	Action
4.	This is the Careers Home screen. On this screen, you can browse the latest job postings, search jobs, and maintain your applications, cover letters, resumes, and personal profile. 
5.	To view jobs in the Latest Job Postings group box, simply click on a job's title. The navigational arrows at the top of the box enable you to move forward and backward through multiple pages of postings. 
6.	There are several ways to search the entire database of job postings. One way is to narrow the listings by when they were posted. Click the Posted dropdown list. 
7.	Select one of the following search parameters: Anytime Last Month Last Three Months Last Week Last Year

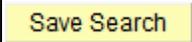
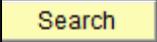
Step	Action
8.	<p>Job listings can also be searched by keywords, such as "assistant" or "administrator."</p> <p>Enter a search word into the Keywords field to search for keywords within job listings.</p> <p><input type="text" value="assistant"/></p>
9.	<p>To see additional search fields that can be used, click the Advanced Search link.</p> <p>Advanced Search</p>

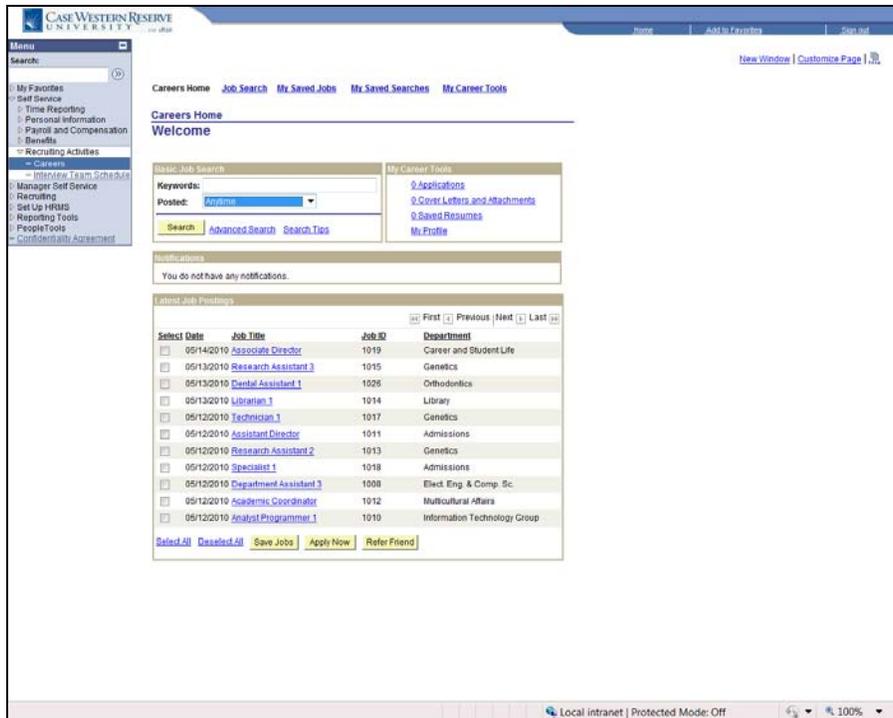


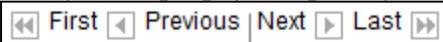
The screenshot shows the 'Advanced Job Search' interface. It features a search bar at the top with 'Search', 'Clear', and 'Save Search' buttons. Below the search bar, there are several input fields and dropdown menus for refining the search. The 'Select Job Families' dropdown is expanded, showing options like 'All Job Families', 'Administrative Support', 'Diversity', 'Executive / Senior Manager', and 'Information Technology'. The 'Find Jobs Posted Within' dropdown is set to 'Last Month'. The 'Display Results Sorted By' dropdown is also visible. The page includes a 'Return to Previous Page' link at the bottom left and a status bar at the bottom right indicating 'Local intranet | Protected Mode: Off'.

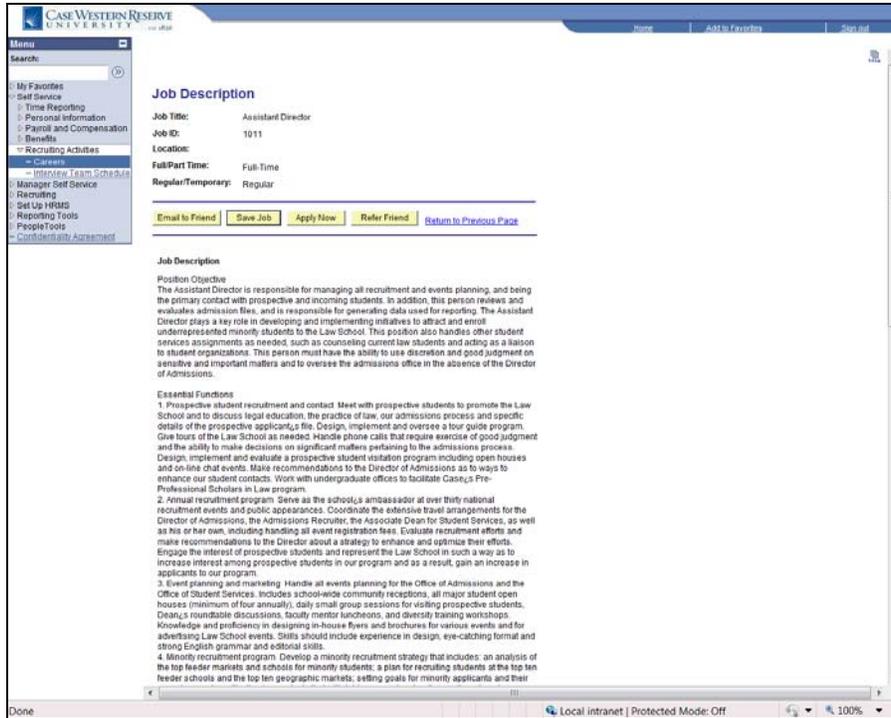
Step	Action
10.	<p>The Advanced Job Search screen allows you to narrow job listings by helpful criteria such as:</p> <ul style="list-style-type: none"> Job Families Full/Part Time Job Opening ID Hiring Manager Jobs Posted Within (time range) <p>It also gives you the option of selecting a sort order.</p> <p>Advanced Job Search</p>

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Step	Action
11.	The job families search list defaults to All Job Families . To search within a single job family, simply click on it. To select more than one job family, press the Control [Ctrl] key on your keyboard each time you select an additional item.
12.	To save the search criteria you entered on the Advanced Job Search screen, click the Save Search button. 
13.	To search for job listings matching your search criteria, click the Search button. 



Step	Action
14.	Job Postings can also be browsed in the Latest Job Postings group box. The navigational arrows at the top of the box enable you to move forward and backward through multiple pages of postings. 
15.	When you locate a job posting that you'd like to investigate, click on its Job Title to view it. 



Job Description

Job Title: Assistant Director
Job ID: 1011
Location:
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Refer Friend](#) [Return to Previous Page](#)

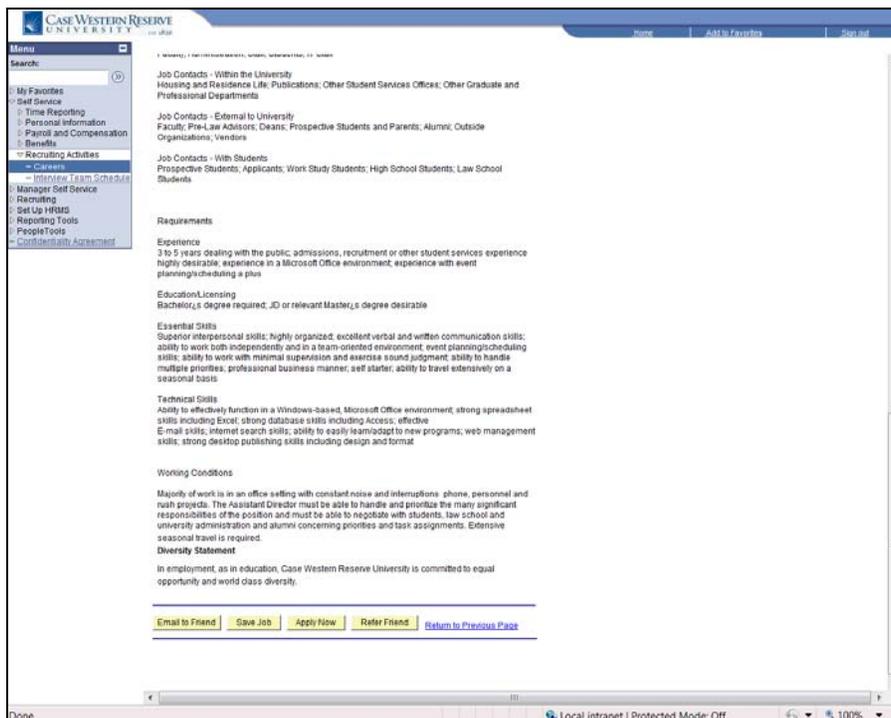
Job Description

Position Objective
The Assistant Director is responsible for managing all recruitment and events planning, and being the primary contact with prospective and incoming students. In addition, this person reviews and evaluates admission files, and is responsible for pre-reading data used for reporting. The Assistant Director plays a key role in developing and implementing initiatives to attract and enroll underrepresented minority students to the Law School. This position also handles other student services assignments as needed, such as counseling current law students and acting as a liaison to student organizations. This person must have the ability to use discretion and good judgment on sensitive and important matters and to oversee the admissions office in the absence of the Director of Admissions.

Essential Functions

1. Prospective student recruitment and contact: Meet with prospective students to promote the Law School and to discuss legal education, the practice of law, our admissions process and specific details of the prospective applicant's file. Design, implement and oversee a tour guide program. Give tours of the Law School as needed. Handle phone calls that require exercise of good judgment and the ability to make decisions on significant matters pertaining to the admissions process. Design, implement and evaluate a prospective student visitation program including open houses and on-line chat events. Make recommendations to the Director of Admissions as to ways to enhance our student contacts. Work with undergraduate offices to facilitate Case's Pre-Professional Scholars in Law program.
2. Annual recruitment program: Serve as the school's ambassador at over thirty national recruitment events and public appearances. Coordinate the extensive travel arrangements for the Director of Admissions, the Admissions Recruiter, the Associate Dean for Student Services, as well as his or her own, including handling all event registration fees. Evaluate recruitment efforts and make recommendations to the Director about a strategy to enhance and optimize their efforts. Engage the interest of prospective students and represent the Law School in such a way as to increase interest among prospective students in our program and as a result, gain an increase in applicants to our program.
3. Event planning and marketing: Handle all events planning for the Office of Admissions and the Office of Student Services. Includes school-wide community receptions, all major student open houses (minimum of four annually), daily small group sessions for visiting prospective students, detailed roundtable discussions, faculty mentor functions, and diversity training workshops. Knowledge and proficiency in designing in-house flyers and brochures for various events and for advertising Law School events. Skills should include experience in design, eye-catching format and strong English grammar and editorial skills.
4. Minority recruitment program: Develop a minority recruitment strategy that includes: an analysis of the top feeder markets and schools for minority students; a plan for recruiting students at the top ten feeder schools and the top ten geographic markets; setting goals for minority applicants and their

Step	Action
16.	The Job Description screen appears. It contains the Job Description, Essential Functions, and other important information about the job posting.



Job Contacts - Within the University
Housing and Residence Life; Publications; Other Student Services Offices; Other Graduate and Professional Departments

Job Contacts - External to University
Faculty; Pre-Law Advisors; Deans; Prospective Students and Parents; Alumni; Outside Organizations; Vendors

Job Contacts - With Students
Prospective Students; Applicants; Work Study Students; High School Students; Law School Students

Requirements

Experience
3 to 5 years dealing with the public, admissions, recruitment or other student services experience highly desirable; experience in a Microsoft Office environment; experience with event planning/creating a plus

Education/Licensing
Bachelor's degree required; JD or relevant Master's degree desirable

Essential Skills
Superior interpersonal skills; highly organized; excellent verbal and written communication skills; ability to work both independently and in a team-oriented environment; event planning/scheduling skills; able to work with minimal supervision and exercise sound judgment; ability to handle multiple priorities; professional business manner; self-starter; ability to travel extensively on a seasonal basis

Technical Skills
Ability to effectively function in a Windows-based, Microsoft Office environment; strong spreadsheet skills including Excel; strong database skills including Access; effective E-mail skills; internet search skills; ability to easily learn/adapt to new programs; web management skills; strong desktop publishing skills including design and format

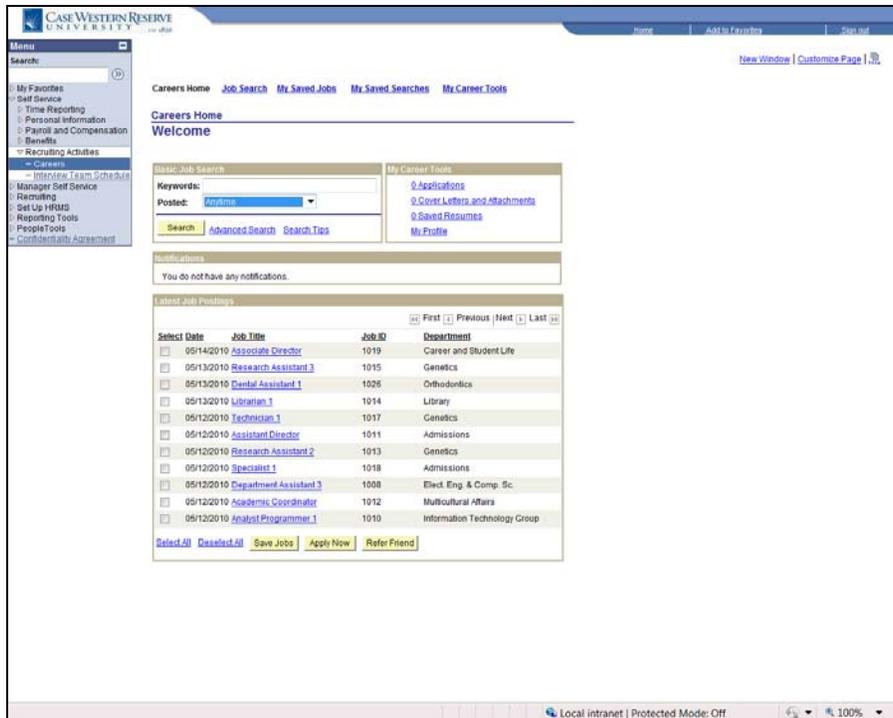
Working Conditions
Majority of work is in an office setting with constant noise and interruptions: phone, personnel and rush projects. The Assistant Director must be able to handle and prioritize the many significant responsibilities of the position and must be able to negotiate with students, law school and university administration and alumni concerning priorities and task assignments. Extensive seasonal travel is required.

Diversity Statement
In employment, as in education, Case Western Reserve University is committed to equal opportunity and world class diversity.

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Refer Friend](#) [Return to Previous Page](#)

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Step	Action
17.	<p>At the top and bottom of the page are four buttons:</p> <p>Email to a Friend - enables you to email a link to the job posting</p> <p>Save Job - saves the job posting to the My Saved Jobs screen</p> <p>Apply Now - begins the application process</p> <p>Refer Friend - enables you to refer a friend to the individuals conducting the search</p>



Step	Action
18.	<p>You can also save jobs from the job posting search results by checking the box to the left of each posting under the Select column, and then clicking the Save Jobs button.</p> <p>Save Jobs</p>
19.	<p>This completes the process of searching for internal job postings in HCM.</p> <p>End of Procedure.</p>